



# Fire Marshal's Notice

May 2016

**The Texas State Fire Marshal's Office announces new requirements regarding immediate key access for the local fire department.**

The State Fire Marshal's Office has adopted the 2012 Editions of the NFPA 1, Fire Code and NFPA 101, Life Safety Code by rule. The State Fire Marshal's Office is now required to conduct fire safety inspections under these codes. NFPA 1 brings new fire and life safety requirements for the building occupants and the building itself.

One particularly new requirement our office will begin requiring for every state-owned building is an exterior key access box, also known as a "Knox Box". This box will allow the fire department to have immediate access into the building and into specific locations in case of an emergency. Our office has partnered with the Austin Fire Department (A.F.D.) to ensure the locally state-owned properties will meet minimum standards. At minimum, the A.F.D. has requested the following list of items to be provided in the box:

1. Building master key
2. Key for fire alarm control panel
3. Pull station key
4. Elevator override key for firefighters
5. If roof hatches are present, either the code or key

Please start gathering these items as soon as possible. The A.F.D. is the **ONLY** agency with the key to access the "Knox Box". If you don't have a "Knox Box", please contact Fire Specialist Kim Roland at [Kim.Roland@austintexas.gov](mailto:Kim.Roland@austintexas.gov) or 512-974-0168 with the A.F.D. and she will schedule a visit to evaluate the requirements necessary for your particular property.

The key access box requirements are referenced per NFPA 1, Fire Code, Chapter 18.2.2.1 and International Fire Code, Sections 506.1 and 506.2.

A copy of the A.F.D. notice for the absence of a key access box is attached to this notice for your viewing purposes. You may contact our office if you have any questions or concerns in regards to this matter.



## Austin Fire Department Prevention

*One Minute Can't Hurt Our Home*

Kim Roland - Fire Specialist, Room 296, Suite 230, 512-974-0168  
<http://austintexas.gov/departments/prevention/fireprevention/>  
Knox Coordinator: Fire Specialist Kim Roland  
[k.roland@afda.org](mailto:k.roland@afda.org)

This is official notification for the Business at \_\_\_\_\_ on \_\_\_\_\_.

The following Fire Code Violation has been identified at this property

### 2012 International Fire Code sections 506.1 and 506.2.

*506.1 Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes the fire code official is authorized to require a key box to be installed in an approved location.*

*506.2 Key box maintenance. The operator of the building shall immediately notify the fire code official and provide the new key when lock is changed or rekeyed. The key to such lock shall be secured in the key box.*

Please contact Fire Specialist Roland when your key is ready at:  
[kim.roland@austintexas.gov](mailto:kim.roland@austintexas.gov)  
512-974-0168

Please instruct employees to have the Suite key immediately ready upon request by Fire Inspector.

Key placement may be witnessed by tenant.

*Citation may be issued to owner, manager or person in charge if keys are not provided.*



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